



Mechanic I

Job Description

Department: Public Works
Position: Career Service
Grade: 504
Supervisory: No
Reports to: Fleet Services Supervisor

Summary

Under close supervision of the Fleet Services Supervisor, performs semi-skilled and skilled work relating to the maintenance of Utah County Fleet Services' vehicles, equipment, and facilities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Operate motorized and light equipment including pickup trucks, forklifts, and various hand and power tools.
2. Change oil and filters in County vehicles.
3. Clean facilities and perform routine maintenance to automotive repair equipment.
4. Assist in making mechanical repairs to drive trains, steering, tires, suspension, and brake systems of County-owned vehicles and equipment.
5. Assist in sandblasting and painting.
6. Pick up vehicle parts from vendors.
7. Deliver and pick up vehicles for service.
8. Retrieve computerized vehicle records and work orders; enter updated data into the Fleet Database software; complete automotive repair work orders as assigned.
9. Perform repairs and preventive maintenance service on all County-owned vehicles and equipment.
10. Repair drive trains, steering, tires, suspension, and brake systems of all County-owned vehicles and equipment.
11. Weld using electric and acetylene welding equipment.
12. Conduct state inspections and county emissions tests on County-owned vehicles.
13. Answer telephone status checks and respond to radio calls for questions and assistance.
14. Order parts and coordinate part needs with the warehouse.

For Office Use Only

Job Code: 7033
Job Title: Mechanic I
FLSA: Non-Exempt
Effective Date: 12/9/19
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: Yes
ML: Individual Contributor

Knowledge, Skills, and Abilities

- Knowledge of hazardous chemical handling procedures
- Knowledge of procedures and techniques used in the inspection, diagnosis, repair, and maintenance of equipment and vehicles
- Knowledge of occupational hazards related to mechanical repairs
- Knowledge of electrical repair and reading schematics
- Skilled in operating a forklift, other motorized equipment and various hand, pneumatic, and power tools
- Skilled in utilizing diagnostic equipment, emission testing equipment and computer testing activities
- Skilled in using cutting torches and welding equipment
- Skilled in word processing and basic computer programs
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to follow verbal and written instructions
- Ability to read, write, and perform basic math calculations
- Ability to coordinate multiple tasks efficiently

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates in an environmentally controlled shop, but is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. This job exposes incumbent to hazardous chemicals, and to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Incumbent may be exposed to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work requires the use of protective devices such as masks, goggles, and gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is required to type and file. This employee is frequently required to stand, walk, bend, crouch, talk, and hear.

For Office Use Only

Job Code: 7033
Job Title: Mechanic I
FLSA: Non-Exempt
Effective Date: 12/9/19
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: Yes
ML: Individual Contributor

Specific vision abilities by this job include close vision and ability to adjust focus. The position requires lifting supplies and equipment up to eighty (80) pounds. The employee frequently drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High School Diploma or equivalent.
2. Completion of a one (1) year certificate program related to mechanics or automotive service work.
3. Two (2) years of formal work experience performing automotive mechanical repair activities.
4. Equivalent combinations of education and related experience totaling three (3) years may also be considered, such as:
 - a. Associate degree related to automotive or diesel mechanics and one (1) year of experience
 - b. High School diploma and three (3) years of experience
 - c. Additional combinations may also be considered

Additional Eligibility Qualifications

1. Selected applicants must obtain the following during the probationary period for new employees or the trial period for County employees promoted through competitive recruitment:
 - a. Utah State Inspection License
 - b. Utah County Emissions License
 - c. Forklift Operator Certification
 - d. State of Utah Class B Commercial Driver's License (CDL)Said probationary period shall not exceed twelve (12) months; said trial period shall not exceed twenty-four (24) months
2. County employees reassigned, transferred or promoted to this job through career ladder advancement must possess these certifications and licenses upon reassignment, transfer or career ladder advancement.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

For Office Use Only

Job Code: 7033
Job Title: Mechanic I
FLSA: Non-Exempt
Effective Date: 12/9/19
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: Yes
ML: Individual Contributor

4. Selected applicants may be required to obtain Motorcycle Endorsement on their Utah Driver's License.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Career Ladder Advancement

For promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

For Office Use Only

Job Code: 7033

Job Title: Mechanic I

FLSA: Non-Exempt

Effective Date: 12/9/19

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: Yes

ML: Individual Contributor

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

For Office Use Only

Job Code: 7033

Job Title: Mechanic I

FLSA: Non-Exempt

Effective Date: 12/9/19

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: Yes

ML: Individual Contributor